

ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Life Program

POSITION/TITLE: Assistant Mayor

FIRST LINE SUPERVISOR: - Area Mayor

SECOND LINE SUPERVISOR: – Community Life Program Manager

GOAL/OBJECTIVE: To work with their mayor, community and sponsor units to make each neighborhood a better and safer place for families to live at Fort Riley.

DUTIES: Assists Mayor as follows: Enters into and maintains working relationship with Sponsor Unit (SU) point of contact (POC) and Community Life Officer (CLO) to communicate community concerns; Coordinates community activities; Identifies requirements to improve well being of soldiers and family members; Identifies requirements for community resources to improve services and recommends other changes, which are beyond capability of mayor and SU to resolve; Assists SU with town hall preparation twice annually, providing agenda to CLO, SU and residents; Notifies residents at least one week prior to conducting town hall meetings and other activities; Provides meeting minutes to residents, SU and CLO; Attends CAC and serves as a liaison between residents and CAC; Publishes and distributes Newsletter Quarterly; Participates in community inspections and assists in coordination of community clean up; Selects and awards certificate to Yard of the Month recipients and supplies name of winner to CLO by 10th of each month; Work activity will primarily involve sitting and walking; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING REQUIREMENTS: 20 hours monthly (varying by size of community and season of year) to include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

QUALIFICATIONS: Excellent communication and problem solving skills; Ability to work with a variety of people from different places and backgrounds; Must live in the housing area and care about the community in which they live; Good organizational and administrative skills; Ability to operate a computer, manage an email account, and use various MS Word software; Ability to refer resident issues to appropriate agencies via understanding of Fort Riley and Army community resources. Must be a team player.

TRAINING: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on procedures and volunteer must become familiar with FR210-68, FR190-19, FR40-18, and Housing Handbook (12 hours); Attendance at one mayor's training annually, (2hrs). Quarterly training will be offered; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATION: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.